



Danny Rhynes Interagency Training Center
602 S. Tippecanoe Ave.
San Bernardino, CA 92408
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Memorandum

DATE: March 22, 2011

SUBJECT: Error-Free Grammar and Proofreading Training

TO: Student

You have been selected to attend the Error-Free Grammar and Proofreading training session at the Danny Rhynes Training Center on March 28, 2011. Class will begin at 0830 hours on Monday, March 28 and conclude at approximately 1700 that afternoon.

This course will help you to learn the grammar rules every professional must know including:

- A review of basic grammar skills
- Essential grammar rules every professional must know
- How to increase your proofreading speed – without sacrificing accuracy
- Proofreading marks: learn what they are and practice using them
- The rules of subject/verb agreement
- How to correct writing without changing the meaning
- Fixing run-on sentences
- Who vs. Whom; me vs. myself – never be confused again
- Spotting common typographical errors
- Creating distance from your work so you can catch your own errors

The cost of the seminar will be \$150. Casual civilian dress is appropriate for this course. This means attire suitable for public contact (no shorts, tank tops, flip flops, etc).

If you need directions or hotel accommodations, please visit the Danny Rhynes Training Center website at:

<http://www.fs.fed.us/r5/sanbernardino/train/travel.shtml>.

Any questions regarding this course can be directed to the Danny Rhynes Interagency Training Center at (909) 382-2984.

Kristel Johnson
Forest Training Officer